

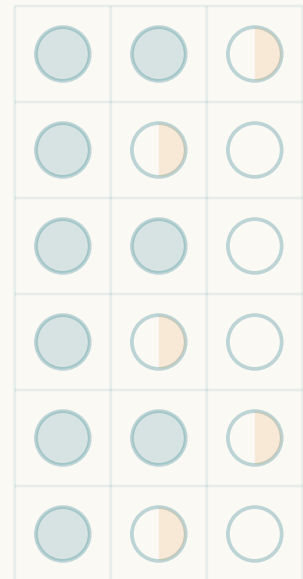


AN ARDENT WORKSHOP PRODUCT

Free 30-60-90 Starter Plan

A new hire's first 90 days, on one page — free from Ardent Workshop.

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Your free 30-60-90 starter plan

A 30-60-90 plan is the simplest way to give a new hire a strong start. It splits their first three months into three phases — learn and set up (days 1-30), contribute and connect (days 31-60), and own and grow (days 61-90) — with a clear focus for each. Every milestone gets an owner, a definition of done, and a target day, so onboarding is a plan you can both see.

How to use the starter plan

- 1 Open 30-60-90-Onboarding-Starter.xlsx in Excel, Google Sheets, or LibreOffice.
- 2 Fill in the header, then write two or three real goals per phase — each with an owner, a definition of done, and a target day.
- 3 Walk the new hire through it in their first week, and update the statuses as you go.

READY TO TRACK EVERY HIRE?

This starter plans one hire. The full 30-60-90 Onboarding Plan Workbook tracks all your new starters on one board, adds a progress dashboard that flags who's on track, behind, or blocked, a milestone library to build plans fast, and a check-ins log — one owned 6-tab file for Excel, Google Sheets, and LibreOffice, plus four guides. [Get the full 30-60-90 Onboarding Plan Workbook >](#)

Free starter from Ardent Workshop. This is a planning template, not HR, legal, or employment advice, and not a performance-management or probation instrument on its own. What a role requires and any employment decision are yours to make under your own policies and local law.